

**Subject:** Fwd: Resumes and Certificates

**From:** Katariina Tuovinen - BR <katariina.tuovinen@gsa.gov>

**Date:** 9/24/2015 4:08 PM

**To:** Sherri Wolfenberger - CSSCA <sherri.wolfenberger@gsa.gov>

**CC:** Valerie Brown - CSSCA <valerie.brown@gsa.gov>

Hi Sherri,

I am writing to request an extension of one week on the GS-14 cert.

Log in: 1509313VBMP (GS-13)

Password for Referral: 313Vb

Katariina Tuovinen

Regional Financial Management Director

Pacific Rim Region (R9)

Regional Financial Services (BR)

U.S. General Services Administration

Mobile: (415) 385-4251

Office: (415) 436-8724

----- Forwarded message -----

**From:** Valerie Brown - CSSCA <[valerie.brown@gsa.gov](mailto:valerie.brown@gsa.gov)>

**Date:** Mon, Sep 14, 2015 at 3:18 PM

**Subject:** Resumes and Certificates

**To:** Katariina Tuovinen - BR <[katariina.tuovinen@gsa.gov](mailto:katariina.tuovinen@gsa.gov)>

Hi Katariina,

I have issued a referrals for these positions. You can view the applications and the referrals on-line. Please use the website listed below to access the applications. This referral expires on I have issued a referral for this position. You can view the applications and the referrals on-line. Please use the website listed below to access the applications. This referral expires on **September 25, 2015**. If you want to consider candidates after that, please notify me at least a week before the expiration date so I can extend it.

**PLEASE NOTE:** OPM has established a measurement of our timeliness that is being measured throughout the federal government. They recommend that job offers be made within 45 work days of the closing date of the announcement. I recommend that you try to make your selection by **September 25, 2015**, to ensure that there will be time for the selection to go through channels and that HR will have time to extend the offer. Please contact me if you need any assistance.

To get into the system you have to access the web link below (using Internet Explorer) then use the personal login provided to you by the Monster Team. The "Selecto" username for selecting officials is no longer in use and will not work. You should have received an email from our Monster Team giving you your own personal username and password. Look for an email from [professionalservices@monster.com](mailto:professionalservices@monster.com). If you cannot find it, let me know.

**Web Site:**

<https://hr.mgsapps.monster.com/gsa-home/login.hms>

When you have accessed the screen, choose "Certificate Review" then proceed with the login and password for the announcement(s) listed below.

**Merit Promotion Referral**

Log in: 1509312VBMP (GS-14)

Password for Referral: 312Vb

Log in: 1509313VBMP (GS-13)

Password for Referral: 313Vb

**Selection:** When you have made a selection, you must annotate your selection in the system. Your selection must also come through the usual approval channels prior to setting the official effective date and notifying selectee and those not selected.

**Interviews:** Positions in the bargaining unit require that you interview all GSA candidates unless you have interviewed them before for a job in the same series or you have direct knowledge of the applicant's knowledge, skills and abilities. . If you want to consider candidates after that, please notify me at least a week before the expiration date so I can extend it.

**Since you do not have system access yet, I've attached the documents in PDF format for your review. Let me know if you have questions. Thank you**

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Valerie Brown  
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Office of Human Resources Services  
Human Resources Center C, Employment Branch  
50 UN Plaza, 4th Floor Room 4259  
San Francisco, CA 94102  
[\(415\) 522-2669](tel:(415)522-2669) phone  
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— Attachments: —

1509312VBMP resumes & answers.pdf	1.6 MB
1509312VBMP GS-14 certificate of eligibles.pdf	3.3 KB
1509313VBMP certificate of eligibles.pdf	3.2 KB
1509313VBMP GS-13 Resumes & Answers.pdf	306 KB